COLCHESTER BOARD OF EDUCATION
Colchester, CT

PERSONNEL COMMITTEE

Thursday, December 6, 2021
BOE Budget Personnel Committee Meeting 5:30pm
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Mary Tomasi, Rosemary Gignac

ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, Director of HR Shannon Ramsby

OTHERS PRESENT: BOE Member M. Gignac

1. CALL TO ORDER

1.1 Call to Order
Chair Tomasi called the meeting to order at 5:32PM

2. ADDITIONS/CHANGES TO THE AGENDA

None

3. PUBLIC COMMENT

3.1 Public Comment
None.

4. *APPROVAL OF MINUTES

4.1 *Approval of September 20, 2021 Minutes
Motion by: R. Gignac
To approve the Personnel Committee minutes of September 20, 2021.
Second by: M. Tomasi
Vote: Unanimous
Roll call: R. Gignac, M. Tomasi

5. *PRIORITY DISCUSSION/ACTION ITEMS

5.1 Review of Personnel Committee Functions
Superintendent Burt reviewed the purpose and functions of the Personnel committee.

5.2 *Approval of Acceleration Specialist Position description.
Superintendent Burt reviewed a new position that would expire at the end of the 2023-24 school year and would be grant funded throughout that time.
Motion by: R. Gignac

To approve the Acceleration Specialist Position Description and forward to the full BOE for review.
Second by: M. Tomasi
Vote: Unanimous
Roll call: R. Gignac, M. Tomasi

5.3 *Approval of 2022 Personnel Committee meeting dates
Motion by: R. Gignac
To approve the meeting dates of 2/28, 6/6, 9/12 and 12/5/2022
Second by: M. Tomasi
Vote: Unanimous
Roll call: R. Gignac, M. Tomasi

5.4 Contact Tracing Positions
Superintendent Burt reported that elementary school staff are spending hours per day contact tracing and making phone calls to families. He will review working with a contact tracing company or the potential to hire part time workers to complete this work. A full report will be brought to the full Board at the next meeting.

5.5 Substitutes
Superintendent Burt reported that the district is having difficulty hiring substitutes and is considering a signing bonus for new substitutes. A full report and potential solutions will be brought to the full Board at the next meeting.

5.6 Human Resources Update
Director of HR Shannon Ramsby provided an update from the Human Resources department on resignations, retirements and hiring.

5.7 Legislative Update
Superintendent Burt shared a legislative update from Shipman and Goodwin related to human resources.

5.8 Personnel Handbook Update
Superintendent Burt reported work will continue on the handbook once he hires a new executive assistant.

6. *PERSONNEL POLICIES - FIRST READING
None

7. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED
9.1 Public Comment
None.

8. ADJOURN
The meeting adjourned at 6:05PM.